Kerala Gazette No. 1 dated 3rd January 1961

PART III

NOTIFICATION

No. C4-25814/60.

22nd December 1960.

Diploma Course in Shorthand and Typewriting.

Applications are invited in the following form for admission to the next session of the Diploma Course in Shorthand and Typewriting commencing in February 1961 so as to reach the Chief Lecturer and Superintendent of the Diploma Course in Shorthand and Typewriting, Palace Buildings, Fort, Trivandrum not later than the 15th January 1961.

2. The Course extends over a period of two years. Classes will be held in the mornings and evenings. The examination consists of two parts viz. Preliminary Examination after the end of First Year and Final Examination after the end of Second Year.

3. Admission to the Course will be limited to 30 (thirty) candidates. The minimum qualification prescribed for admission is a pass in the Intermediate or the University Previous Examination or equivalent thereto. Exemption from the minimum qualification may, however, be granted in special cases to candidates who have passed the S. S. L. C. Examination with eligibility for College admission or equivalent and possess knowledge in Typewriting and Shorthand. In such cases, a recommendation by the Chief Lecturer and Superintendent of the Diploma Course, after a test conducted for this purpose, is essential.

4. Out of the 30 seats, 2 seats will be reserved for Scheduled Castes and Scheduled Tribes and 11 seats for Backward Classes.

5. *Details regarding fees:*

1. Tuition fee—Rs. 60 per annum to be paid in 12 equal monthly instalments.
2. Health Service fee—Re. 1 per annum.
3. Library fee—Rs. 2 per annum.
4. Exemption fee—Rs. 10 (only for those who require exemption) payable at the time of admission.
5. Examination fee—Rs. 10 for Preliminary Examination and Rs. 15 for Final Examination.

6. *Scholarships and Stipends:*

Two Scholarships of the annual value of Rs. 30 each will be awarded to two poor students. Students belonging to Scheduled Castes, Scheduled Tribes and Backward Classes are eligible for the concession or stipends as per Government rules.

7. The candidates should be prepared for interview and selection test, at their own cost. The place and time for Interview will be intimated in due course. Memos will be sent to the candidates selected for admission. They should join the class as per memos, failing which they may lose their chance.

8. For further details, apply to the Chief Lecturer and Superintendent of the Diploma Course in Shorthand and Typewriting, Palace Buildings, Fort, Trivandrum.

(Sd.)

Trivandrum.

Chief Lecturer and Superintendent,
(Diploma Course in Shorthand and Typewriting.)

Application for admission to the Diploma Course in Shorthand and Typewriting.

1. Name as given in the S. S. L. C. (Subsequent recognised change in name may be given)
2. What the initials indicate
3. Address in full
4. Place of birth with taluk
5. Date of birth (As given in the S. S. L. C.)
6. Occupation and monthly income, If any, of the applicant
7. Name, occupation and address of parent or guardian
8. Caste and religion with sub-sect.
9. Qualifications (a) General (b) Technical
10. No. and year of School Leaving Certificate and the authority by whom issued
11. College or Colleges in which the applicant studied for the Intermediate or the University Previous Examination with full details

12. First appearance for the Intermediate or the University Previous Examination :

Name of University.	Year.	Reg. No.	2nd Language.	Optional subject.	Result.

13. All subsequent appearance for the Intermediate or the University Previous Examination whether successful or not

14. Whether registered as a Matriculate of the Kerala University and if so, year in which and the Institution through which registered

Date. Signature.

N. B.—Applicants should produce certificates in proof of qualifications and age when they are called for interview. Candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Communities should produce Community Certificates. Other community students should produce Certificates of poverty at the time of admission in order to entitle them for fee concession.